

CITY OF CANBY JOB ANNOUNCEMENT

Associate or Senior Planner / Development Services

One Full Time Position / Non Exempt / AFSCME Represented

Salary: Associate Planner \$60,576 - \$78,120 / annual salary, plus City paid PERS and benefits

Senior Planner \$66,204 - \$85,368 / annual salary, plus City paid PERS and benefits

Classification DOQ and Experience

Opens: October 26, 2018

Closes: Qualified candidates are strongly encouraged to apply by **November 12, 2018**

(First review, Open until filled)

Apply to: Human Resource Department

City of Canby

PO Box 930, Canby, OR 97013

(503) 266-0699 fax

zeibera@canbyoregon.gov

The City of Canby is seeking a candidate with intermediate to advanced level planning experience. The ideal candidate will have a background in development review and the preparation of associated staff reports and recommendations on development projects that meet code standards and review criteria. Supervisory/Lead experience is desired for the Senior Planner classification as the Senior Planner will serve as Acting Planning Director as needed. The City is making proactive efforts with succession planning and hopes to recruit candidates interested in personal growth and development opportunities as well as the growth and development of the City of Canby.

SUMMARY AND REQUIREMENTS: Perform a variety of technical land use planning work, including current planning, long range community and comprehensive planning, transportation planning, special planning studies, capital improvement project planning work, code and policy development, and major development planning projects as needed. Assist in conducting and implementing regional planning initiatives in coordination with other local, state, and federal agencies. Perform complex and challenging specialized functions with a minimum of direction and supervision that includes providing assistance to citizens, developers, and the business community on short and long-range planning projects and applicable city policies and implementing ordinances. Any equivalent combination of education and experience providing the incumbent with the knowledge, skills, and abilities required to perform the job will be considered. A typical way to obtain the knowledge and abilities would be a Bachelor's degree in planning, geography, architecture, urban studies, or related field; and two to five years of relevant experience. (*Refer to full Job Descriptions for additional information and requirements.*)

APPLICATION MATERIALS: A completed and signed City application, resume <u>and</u> cover letter must be received by the Human Resource Department for the application to be complete. Electronic copies are accepted with a signature. Application materials can be picked up at Canby Civic Offices 222 NE 2nd Ave., Canby OR 97013, downloaded from <u>www.canbyoregon.gov</u>, or requested by mail by calling Human Resources at (503) 266-0635.

SELECTION PROCESS: Application materials will be used to select finalists. Candidates selected for further consideration will be invited to an oral interview. Prior to hiring, the successful candidate will be subject to a pre-employment background investigation, including a criminal check and reference checking. Applicants who were not selected will be notified once the position has been filled.

EQUAL OPPORTUNITY EMPLOYER: The City of Canby is an Equal Opportunity Employer dedicated to a policy of non-discrimination in employment on the basis of race, color, religion, sex, national origin, age, or physical disability. The City of Canby provides access, equal opportunity and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation, contact the Human Resource Department at (503) 266-0635.